

WOOD COUNTY LAND CONSERVATION DEPARTMENT

Bidding, Installation, and Payment Procedures For Land and Water Resource Management Program

The following procedures have been developed by the Wood County Land Conservation Committee for project bidding, installation, and payment of practices installed under Wood County's Land and Water Resource Management Program. These procedures will apply to all conservation practices approved by the Land Conservation Committee that are estimated by Department staff to cost \$15,000.00 or more. These procedures are the policy of the Land Conservation Committee and will be adhered to when conducting landowner reimbursement activities for the Land and Water Resource Management Program. However, if deemed appropriate the Department may require conservation practices that cost between \$5,000.00 and \$15,000.00 to follow these procedures.

BIDDING

1. If deemed appropriate, the Land Conservation Department will conduct a site showing of the project(s) with prospective bidders. In cases where a site showing has not been scheduled by the Land Conservation Department, bidders are responsible for viewing the construction site on their own with permission from the landowner.
2. Design plans and bid schedules will be available at the Wood County Land Conservation Department and from the landowner of the proposed project(s).
3. Contractors must submit all bids on forms provided by the Land Conservation Department. The landowner and the contractors will be notified of the deadline date for accepting bids. All bids must be sealed and returned to the Wood County Land Conservation Department by the deadline date. After the deadline date, a letter listing the contractors and their bids will be sent to the landowner and to the contractors that bid.
4. The lowest bid price will be the official cost when the project is constructed according to plans. Authorized changes from the plan will result in the adjustment of the bid price. Revision of the plan will be cost shared on the basis of the additional cost as agreed upon by the landowner, contractor, and Land Conservation Department. This amount will be recorded on a Contract Change Order Form. Additional work will not be cost shared without a signed change order.
5. It is the right of the landowner to specify their involvement in the installation of any practice. The landowner may do any part of the practice but must specify this on the bid schedule form or submit their own complete bid as a prime contractor.

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6. All bid invitations will include the following:
 - a. Completed set of plans and specifications for each job
 - b. Specified date for contractor site review
 - c. Specified date for return of all bids
 - d. Bid form, which will include a breakdown of items and quantities included within a practice, which will require a unit and total price bid.
7. The Prime Contractor will be responsible for bidding and completing all items noted on the bid form, and specified in this plan.
8. A bid form will be completed for each practice, sealed and mailed to the Land Conservation Department. The Land Conservation Committee will review the bids. Upon acceptance of a bid, the landowner and contractor will agree upon a starting and completion date for the practice. A contract to complete construction will be signed by both parties. If construction is not completed according to the specified dates in the contract the landowner will have the option to have an alternate contractor complete the construction, unless uncontrollable circumstances are encountered.
9. It is the policy of the Land Conservation Committee to cost-share on the basis of the lowest submitted bid or combination of bids. If the landowner selects a contractor(s) other than the low bidder(s), it is the responsibility of the landowner to pay the difference of the bid(s) at their own expense. Only contractors who have submitted a bid are eligible for consideration.
10. All bids received from a contractor must be within 15% of the total estimated costs prepared by the Department for the bid to be eligible for consideration. The Land Conservation Committee reserved the right to accept or reject any or all bids.
11. All contractors who submit bids must retain Liability and Worker's Compensation Insurance. A minimum of \$100,000.00 liability insurance coverage is required before any project will be awarded to a contractor. No construction will begin until certificates of insurance have been filed with the Land Conservation Department.

INSTALLATION

1. All cost shared practices will be surveyed, designed, constructed, and certified complete in accordance with the Natural Resources Conservation Service Field Office Technical Guide Standards and Specifications.

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2. The Land Conservation staff and the Natural Resources Conservation Service staff will inspect construction of all cost shared practices. The job inspector will reject any materials and supplies that do not meet the standards or specifications as stated in the Field Office Technical Guide.
3. It is the responsibility of the contractor to verify that materials and supplies used for installation of a cost shared practice meets Technical Guide standards and specifications. The contractor must provide sales slips, batch slips, invoices, specification tags, etc., that clearly show that the materials and supplies meet the Field Office Technical Guide standards and specifications.
4. Initial practice layout and staking of elevations will be done by the Department staff prior to the start of construction. Any further checking of practice layout or elevations will be the responsibility of the contractor during construction. However, if the contractor is not capable of checking practice layout or elevations the Department will assist. The accuracy of final grades prior to pouring concrete, setting pipe, etc., is the responsibility of the contractor.
5. Notification, location, and protection of public utilities such as buried phone lines and gas lines are the responsibility of the landowner. The landowner shall clearly mark the location of such utilities prior to the start of construction. The landowner shall contact Diggers Hotline or affected utilities prior to the start of construction. The contractor is responsible for knowing the location of any utilities marked by the landowner and should take precautions when working near them.
6. All required permits must be received by the landowner before any construction begins.
7. Project will not be considered complete until all seeding, fertilizing, and mulching is done.

PAYMENT

1. Payments cannot be processed on the project until itemized receipts for all expenditures are turned into the Land Conservation Department Office. The Department will verify that the landowner has paid their portion of project expenses prior to county disbursement of funds. Cost sharing checks will be issued to the landowner and/or contractor depending upon project payment by the landowner. Names of the landowner and contractor will be jointly registered on the payment check unless the landowner has properly documented that they have paid 100% of project costs, in which only the landowners name will be registered on the payment check. A cancelled check, or bills marked "paid" and signed and dated by the contractor shall serve as verification of payment.

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2. The Department will review landowner payments, approves cost based on the approved low bid and any subsequent change orders, Final costs will be determined by multiplying the bid unit price of the approved low bid by the actual number of units installed.
3. All required seeding, fertilizing, and mulching must be completed before the project can be certified for payment. Payments will not be made to the landowner until the protective fences are installed according to current NRCS Standards and Specifications around the barnyard, filter strip, diversion, dam, and other practices if the project design and/or contract require protective fencing.
4. All bills for cost-shared practices must be delivered to the Land Conservation Department Office by the last workday of each month in order to receive payment within 30 days.

SPECIAL CONSIDERATIONS OF NOTE

Cattle must be removed from the construction site during stake out and construction.

The landowner shall remove all fences before construction begins.

The landowner shall remove manure piles from the work area before construction begins.

The landowner shall provide areas to obtain material for fill and top-dressing.